

Information available from Upton & North Elmsall Parish Council under the Information Commissioner's Model Publication Scheme (2015)

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do This will be current information only and will include		
Who's who on the Council and its Committees	From the Parish Council Offices or via the website	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with email address)	From the Parish Council Offices or via the website	10p per sheet
Location of main Council office and accessibility details	From the Parish Council Offices or via the website	10p per sheet
Staffing structure	From the Parish Council Offices or via the website	10p per sheet
Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Annual return form and report by auditor	From the Parish Council Offices	10p per sheet
Finalised budget	From the Parish Council Offices or via the website	10p per sheet
Precept	From the Parish Council Offices or via the website	10p per sheet

Financial Standing Orders and Regulations	From the Parish Council Offices or via the website	10p per sheet
Grants given and received	From the Parish Council Offices or via the website	10p per sheet
List of current contracts awarded and value of contract	From the Parish Council Offices or the website	10p per sheet
Income and expenditure from Community Infrastructure Levy	From the Parish Council Offices or the website	10p per sheet
Expenditure exceeding £500	From the Parish Council Offices or the website	10p per sheet
Members' allowances and expenses	From the Parish Council Offices or the website	10p per sheet
Class 3 - What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	From the Parish Council Offices	10p per sheet
Annual Report to Parish Meeting	From the Parish Council Offices or via the website	10p per sheet
Class 4 - How we make decisions Current and previous Council year as a minimum		
Timetable of meetings	From the Parish Council Offices or via the website	10p per sheet
Agendas of meetings	From the Parish Council Offices or via the website	10p per sheet

Minutes of meetings	From the Parish Council Offices or via the website	10p per sheet
Reports presented to council meetings	From the Parish Council Offices	10p per sheet
Responses to consultation papers	From the Parish Council Offices	10p per sheet
Responses to planning applications	From the Parish Council Offices or on the website	10p per sheet
Class 5 - Our policies and procedures		
Policies for conduct of council business: Standing Orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Other Policy statements	From the Parish Council Offices or via the website	10p per sheet
Policies and procedures for the provision of services and about the employment of staff	From the Parish Council Offices	10p per sheet
Complaints procedures including those covering requests for information and operating the publication scheme	From the Parish Council Offices or via the website	10p per sheet
Class 6 - Lists and Registers Currently maintained lists and registers only		
Assets Register	From the Parish Council Offices	10p per sheet

Register of members' interests	From the Parish Council Offices or the website	10p per copy
Register of gifts and hospitality	From the Parish Council Offices	10p per sheet
Class 7 - The services we offer		
Allotments	From the Parish Council Offices or via the website	10p per copy
Stables & Grazing Field	From the Parish Council Offices or via the website	10p per copy
Village Hall	From the Parish Council Offices or via the website	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Flower Tubs	From the Parish Council Offices	10p per sheet
Events	From the Parish Council Offices	10p per copy
Community Garden	From the Parish Council Offices	10p per sheet
School Street Playground and Rose Estate Playing Field	From the Parish Council Offices	10p per sheet
Memorial Gardens and Cenotaph	From the Parish Council Offices	10p per sheet
Recreation Ground	From the Parish Council Offices	10p per sheet

Contact details:

The Parish Clerk
Upton & North Elmsall Parish Council
The Village Hall
Harewood Lane
Upton
WF9 1JB

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Standard charge for copying for all members of the public and members
	Photocopying @ 20p per sheet (colour)	Standard charge for copying for all members of the public and members
	Postage	Actual cost of Royal Mail standard 2nd class